



## PUBLIC SERVICES

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## AMC Resource Dictionary FY 2003 Activities



*Submitted by:*

**KPMG Consulting, Inc.**  
**6564 Loisdale Court, Suite 1010**  
**Springfield, VA 22150**  
**703.253.6853**  
**703.253.6850 (fax)**

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<b>INTRODUCTION .....</b>	<b>5</b>
<b>DSCA CORE FUNCTION – 1 PRE-LETTER OF REQUEST EFFORTS (PRE-LOR) .....</b>	<b>6</b>
Activity: 1110      Respond to Request for Information (Admin funded only) .....	6
Activity: 1130      Coordinate/Prepare Pre-Requirements Determination/Total Package Approach (TPA) Requirements.....	6
Activity: 1140      Provide Support for Direct Commercial Sales .....	7
Activity: 1150      Perform Pre-LOR Acquisition Planning .....	7
<b>DSCA CORE FUNCTION – 2 CASE DEVELOPMENT.....</b>	<b>8</b>
Activity: 1210      Review LOR/LOA Request.....	8
Activity: 1220      Develop LOA Pricing Data .....	8
Activity: 1230      Process LOA Supporting Documentation & Congressional Notifications/Diversion Requests/Other (Except for Manpower worksheet) .....	8
Activity: 1240      Prepare and Develop LOA & DSAMS Case.....	9
Activity: 1250      Staff LOA .....	9
Activity: 1260      Develop Concurrent Spare Parts (CSP).....	9
Activity: 1270      Case Manpower Worksheet.....	9
Activity: 1280      Prepare Planning Cases .....	9
Activity: 1290      Review and Screen for Military Critical Technology List (MCTL) / Missile Technology Control Regime (MTCR) Compliance .....	9
<b>DSCA CORE FUNCTION – 3 CASE EXECUTION.....</b>	<b>10</b>
Activity: 1310      Implement Case .....	10
Activity: 1410      Prepare Modifications and Amendments (Admin Funded Only).....	10
Activity: 2110      Manage Requisitions .....	10
Activity: 2210      Manage Foreign Military Sales (FMS) Country Program.....	11
Activity: 2230      Coordinate with MSC, other MACOMS, CINCs, State Department, higher headquarters (HHQ) and Security Assistance Offices (SAO) and foreign officials	11
Activity: 2310      Manage FMS Case .....	12
Activity: 2340      Perform Case Logistics Management.....	13
Activity: 2350      Perform Case Financial Management .....	13
Activity: 2360      Process and Manage Supply Discrepancy Reports (SDRs) .....	13
Activity: 2370      Provide Liason Office (LNO) Support .....	13
Activity: 2410      Prepare and Conduct Program Management Reviews (PMRs)/Country Management Reviews (CMRs)/Security Assistance Reviews (SARs)/ Financial Management Reviews (FMRs).....	14
Activity: 2420      Establish Quality Assurance Teams (QATs)/New Equipment Training Teams (NETTs)/ Contractor Furnished Service Representative (CFSRs)/Joint Visual Inspection (JVIS) & Site Surveys .....	14
Activity: 2500      Provide Technical Support, Engineering/Technical Services, Research, Development, and Manage System Project Office.....	14
Activity: 2610      Pre-fielding Logistic/Maintenance .....	14
Activity: 2620      Sustainment .....	15
Activity: 2630      Materiel/Item Management .....	15
Activity: 2640      Provide CLSSA Program Management.....	15
Activity: 2650      Provide Repair & Return and Direct Exchange (DX) Program Management.....	16
Activity: 2710      Develop and Prepare Acquisition Documentation .....	16
Activity: 2720      Manage Contract Negotiation/Award and Execution.....	16
Activity: 2800      Provide Financial Support .....	16

Optional Funding/Timekeeping Codes to Rolled up into Higher Level Activities.....	19
<b>DSCA CORE FUNCTION – 4 CASE CLOSURE.....</b>	<b>21</b>
Activity: 3110 Conduct Logistical Reconciliation .....	21
Activity: 3120 Conduct Financial Reconciliation .....	21
Activity: 3140 Provide Management/Execution of the Army Case Closure Program (USASAC-NC) .....	21
<b>DSCA CORE FUNCTION – 5 OTHER SECURITY ASSISTANCE .....</b>	<b>22</b>
Activity: 4110 Evaluate and Coordinate PDs and Other FAA Directed Actions (FMF Admin) ....	22
Activity: 4120 Support OMA Counter-narcotics Operations .....	22
Activity: 4210 Review Licensing Procedures (OMA) .....	23
Activity: 4310 Support International Military Education and Training (IMET) (FMF Admin) ....	23
Activity: 4320 Evaluate and Prepare Excess Defense Articles (EDA) (FMF Admin).....	23
Activity: 4321 Evaluate and Prepare Excess Defense Articles (EDA) (FMS Admin).....	<b>Error!</b>
<b>Bookmark not defined.</b>	
Activity: 4330 Manage Miscellaneous International Industrial Cooperation Activities .....	23
Activity: 4340 Prepare and Manage Leases .....	23
Activity: 4350 Manage Air/Trade Shows/Symposia (OMA) .....	24
Activity: 4360 Develop and Manage Coproduction Programs (CASE) .....	24
Activity: 4380 Provide Support for “Operation Noble Eagle” (OMA) .....	24
Activity: 4381 Provide Support for “Operation Enduring Freedom” (OMA) .....	24
Activity: 4390 Develop Critical Requirements Deficiency List (CDRL) Activities .....	24
Activity: 4400 Perform Internal Audits (OMA) .....	24
Activity: 4510 Manage Iran Reconciliation Project (OMA) .....	24
Activity: 4610 Provide General Support to Industry (FMF) .....	25
<b>DSCA CORE FUNCTION – 6 BUSINESS SUSTAINING .....</b>	<b>26</b>
Activity: 5110 Provide Supervision (Excluded Case Funded) .....	26
Activity: 5130 Provide Secretarial Support.....	26
Activity: 5210 Provide Network Management.....	26
Activity: 5220 Provide System Support .....	26
Activity: 5230 Provide Customer Automation Support .....	26
Activity: 5240 Provide Information System Security .....	27
Activity: 5260 Provide Visual Information Support .....	27
Activity: 5310 Prepare Budget .....	27
Activity: 5320 Validate and Evaluate Manpower (TDA Only).....	27
Activity: 5330 Develop Policy and Procedures.....	27
Activity: 5400 Provide Security Assistance Management Miscellaneous Organizational Support	27
Activity: 5510 Provide Design, Testing, Installing and Training for DSAMS Development.....	29
Activity: 5520 Conduct Troubleshooting for DSAMS development .....	29
Activity: 5530 CEMIS Development and Testing.....	29
Activity: 5540 PBB/PBC Support (excludes budgeting).....	29
Activity: 5550 LMP Development and Testing.....	29
Activity: 5560 Performs Special Studies (including special staff assignments, Prime Vendor Support (PVS), etc.)* .....	29
Activity: 5610 Employee Development Training (Government and Non-Government training)...	29
Optional Funding/Timekeeping Codes to Rolled up into Higher Level Activities.....	29
<b>NON-MISSION TIME.....</b>	<b>32</b>
Activity: 9110 Take Leave (Annual, Sick, Holiday, Admin) .....	32

Activity: 9120      Non-Routine Absence greater than 2 months (include long-term leave, training, and details) .....32

## **INTRODUCTION**

The FY 2003 AMC Resource Dictionary is provided to identify security assistance program activities. With three years experience in the use of the AMC Resource Codes, the use of these codes has provided improved management information about the utilization of personnel. These data provided a foundation for the new PBB budget development. This information will continue to be important in the development of budget submissions to the Army Budget Office (ABO) and the Defense Security Cooperation Agency (DSCA) as both organizations and others move towards establishing workload-based budgeting throughout the Department of Defense.

The Performance Based Costing (PBC) project is developing models that will identify the application of security assistance funds throughout DSCA and the MILDEPs. The AMC resource codes are a component of the Army PBC models. All of the resource data that were collected are being re-employed for the PBC work. These data will ultimately be used by DSCA for justifying budgets. Other AMC-specific applications for enhanced resource planning are expected.

The FY 2003 AMC Activity Dictionary is a result of the inputs received on August 1, 2002 at the Army PBC Conference. At this meeting, USASAC and the MSCs reviewed the FY 2002 resource codes and came up with a series of recommended revisions. The FY 2003 AMC Activity Dictionary reflects the changes developed at that meeting and during subsequent reviews. The highlights of the FY 2003 dictionary include:

- The activity codes are listed by primary codes first followed by a section titled “Optional Funding/Timekeeping Codes to Rolled up into Higher Level Activities”. These optional timekeeping codes.
- Addition of Optional Funding/Timekeeping codes. These codes reflect finer levels of details that some MSCs desire. Any time captured by these codes will roll up into the primary reporting codes. There is no requirement that time be tracked by these codes. It is left up to the individual commands to choose the level of detail that is appropriate for their organizations.
- Activity codes used for specialized purposed solely for one organization have been removed. The individual command may still track the activity but will not report it as part of the PBC effort.

**Note:** An ( \* ) at the end of the bullet statement under the activity tasks indicates that the task is being performed by more than one organization.

## **DSCA Core Function – 1 Pre-Letter of Request Efforts (Pre-LOR)**

**Description:** Efforts expended prior to receipt of a Letter of Request including responding to inquiries, pre-requirements determination, developing Total Package Approach requirements and staffing technology release issues

### **Activity: 1110                      Respond to Request for Information (Admin funded only)**

#### **Tasks:**

- a) USASAC-FB receives, reviews and tasks responsible agency
- b) USASAC-FB coordinates/staffs actions with Major Subordinate Commands (MSCs), NC and higher headquarters (HHQ)
- c) USASAC-FB teams with industry to promote commodities and prepare information packages for allies and friendly nations
- d) USASAC-FB coordinates for P&A Data and provides response to customers
- e) USASAC-NC performs source of supply (SOS) study for assigned commodities
- f) USASAC-NC analyzes tasker and develops/staffs response for Commands unique commodity
- g)
- h) MSC analyzes request and develops/staffs response for Commands unique commodity
- i) MSC performs source of supply (SOS) study for assigned commodities
- j) MSC teams with industry to promote commodities and prepare information packages for allies and friendly nations
- k) Receive and host potential customers\*
- l) Coordinate Rough Order of Magnitude (ROM)\*

### **Activity: 1130                      Coordinate/Prepare Pre-Requirements Determination/Total Package Approach (TPA) Requirements**

#### **Tasks: (**

- a) USASAC-FB coordinates pre-requirements determination with MSC and/or USASAC-NC
- b) USASAC-NC performs pre-requirements determination efforts for responsible commodities
- c) MSC performs pre-requirements determination efforts for responsible commodities
- d) MSC directs and establishes TPA requirements/teams for responsible weapon systems and commodities
- e) USASAC-FB coordinates and staffs release requests with responsible agency
- f) MSC coordinates with subject matter experts in determining releaseability for responsible weapon systems and commodities (current and future)

**Activity: 1140            Provide Support for Direct Commercial Sales**

**Tasks:**

- a) Efforts in support of direct commercial sales regarding DCS weapons sales and other like activities.

**Activity: 1150            Perform Pre-LOR Acquisition Planning**

**Tasks:**

- a) USASAC-NC performs acquisition planning for special programs (e.g. Egypt computer center)
- b) MSC performs pre-LOR acquisition planning

## **DSCA Core Function – 2 Case Development**

**Description:** Efforts required to process customer request, gather, develop and integrate data for preparation of a Letter of Offer and Acceptance (LOA) under the Total Package Approach (TPA) concept. These efforts continue from receipt of a customer's Letter of Request (LOR) through case preparation, staffing, countersignature and customer acceptance.

### **Activity: 1210                      Review LOR/LOA Request**

#### **Tasks:**

- a) USASAC-FB receives/reviews LOR and tasks lead MSC/USASAC-NC
- b) USASAC-FB reviews and inputs data into the Defense Security Assistance Management System (DSAMS) for case initiation
- c) USASAC-FB monitors and tracks FMS cases in DSAMS to ensure they are prepared as tasked (accurately and on time) and pursues acceptance by country to maximum extent possible
- d) USASAC-NC evaluates LOR taskers for responsible commodities
- e) MSC evaluates LOR for responsible commodities and tasks as required

### **Activity: 1220                      Develop LOA Pricing Data**

#### **Tasks:**

- a) USASAC-NC determines requirements and develops/validates LOA data for DLA, GSA, services, publications, CLSSA program requirements, and nonstandard major and non-major items
- b) MSC determines requirements and develops/validates LOA data for assigned major weapon systems/commodities, services, publications, and nonstandard major and non-major items

### **Activity: 1230                      Process LOA Supporting Documentation & Congressional Notifications/Diversion Requests/Other (Except for Manpower worksheet)**

#### **Tasks:**

- a) USASAC-FB coordinates staff and requests approval for sole source
- b) USASAC-FB reviews/edits and staffs congressional notification data from MSC
- c) USASAC-FB reviews tasker and determines need for technology transfer approval
- d) USASAC-FB coordinates and staffs diversion requests
- e) USASAC-FB participates in LOA negotiations prior to finalization
- f) USASAC-NC prepares LOA support documents external to the Defense Security Assistance Management System (DSAMS) for NC cases
- g) USASAC-NC staffs sole source command position and Justification and Authorization (J&A) for NC cases
- h) USASAC-FB develops complete 36(b) for congressional notifications
- i) USASAC-FB prepares necessary information for processing diversion considerations, priority upgrades and to substantiate justification required for exceptions to the Non-Disclosure Plan
- j) USASAC-FB coordinates with ASAACT and DSCA on requests for release of Technical Data Packages (TDPs) and release of sensitive and/or classified information
- k) USASAC-FB reviews, coordinates and documents sole source requests
- l) USASAC-FB staffs diversion consideration packages with MSCs and HQ AMC before forwarding to HQDA and DSCA
- m) MSC determines need for and prepares congressional notification data
- n) MSC prepares LOA support documents external to DSAMS
- o) MSC develops and staffs sole source and J&A



- p) MSC develops diversion decision consideration
- q) MSC develops data and position for technology transfer

**Activity: 1240                      Prepare and Develop LOA & DSAMS Case**

**Tasks:**

- a) USASAC-NC reviews/establishes Military Articles and Services List (MASL) codes
- b) USASAC-NC manages nonstandard notes/case notes for NC cases
- c) USASAC-NC plans, develops, integrates and coordinates input to build LOA for NC written cases (i.e. DLA, GSA, SBCCOM, STRICOM, services, publications, CLSSA materiel and nonstandard major and non-major items)
- d) MSC manages nonstandard notes/case notes for responsible weapon systems and commodities
- e) MSC reviews/processes request for MASL code changes
- f) MSC plans, develops, integrates and coordinates input to build LOA
- g) Build LOA in DSAMS\*

**Activity: 1250                      Staff LOA**

**Tasks:**

- a) USASAC-FB receives and staffs LOA for FDO, HQ-AMC, QRB, ASAACT, DSCA and country approvals
- b) USASAC-NC staffs LOA to appropriate organizations for concurrence for NC cases
- c) MSC staffs LOA to appropriate organizations for concurrence
- d) MSC receives and staffs LOA through internal QRB process

**Activity: 1260                      Develop Concurrent Spare Parts (CSP)**

**Tasks:**

- a) USASAC-NC validates and corrects rejects on CSP listings
- b) USASAC-NC coordinates and refines listings with customers
- c) MSC develops and tailors CSP listings

**Activity: 1270                      Case Manpower Worksheet**

**Tasks:**

- a) Develop, Review, Validate, and Monitor Case Manpower Worksheet\*

**Activity: 1280                      Prepare Planning Cases**

- a) Obtain price, delivery and other information relative to procured items/services\*
- b) Prepare planning case in DSAMS\*

**Activity: 1290                      Review and Screen for Military Critical Technology List (MCTL) / Missile Technology Control Regime (MTCR) Compliance**

**Tasks:**

- a) Review of FMS LORs, LOAs, and previous MCTL/MTCR decisions to determine items requiring screening.\*
- b) Review designs and determine technical characteristics of items to be offered\*
- c) Comparison of these technical characteristics with the MCTL and the MTCR to determine whether all items comply\*
- d) Maintenance of a database of prior decisions\*
- e) Review and prepare any necessary correspondence related to the MTCR decision\*
- a) Administrative processing related to receipt, review, and reporting of results of the actions\*
- b) Travel and training necessary to execute the MTCR tasks\*

## **DSCA Core Function – 3 Case Execution**

**Description:** Initial financial and logistical actions required to process accepted Letter of Offer; process, implement and staff LOA; and update associated reports. Maintain associated databases and reports

### **Activity: 1310            Implement Case**

#### **Tasks:**

- a) USASAC-FB monitors initial deposit to ensure case implementation can be completed
- b) USASAC-FB implements LOA in DSAMS and notifies customer
- c) USASAC-FB distributes copies to appropriate country representatives
- d) USASAC-NC Central Case Manager (CCM) receives/reviews LOA and resolves implementation issues for all cases (delivery term code, ship to address, cost, national stock number (NSN), executability)
- e) USASAC-NC inputs/updates International Logistics Information File (ILIF)
- f) USASAC-NC monitors and coordinates implementation of all cases with USASAC-FB prior to offer expiration date
- g) USASAC-NC reviews ILIF/DIFS/PBAS
- h) USASAC-NC emails Security Assistance community upon case implementation
- i) MSC monitors and coordinates case implementation with USASAC-FB and USASAC-NC prior to case expiration
- j) MSC staffs implemented LOA within the MSC and initiates working agreements with supporting activities

### **Activity: 1410            Prepare Modifications and Amendments (Admin Funded Only)**

#### **Tasks:**

- a) USASAC-NC prepares/writes modifications and amendments
- b) MSC prepares/writes modifications and amendments as required
- c) Enter Modifications and amendments into the DSAMS system\*

### **Activity: 2110            Manage Requisitions**

#### **Tasks:**

- a) USASAC-NC initiates requisition process for all requisitions/cases
- b) USASAC-NC ensures availability of case funding
- c) USASAC-NC reviews/validates/corrects initial rejects
- d) USASAC-NC reviews, verifies and validates source of supply
- e) USASAC-NC determines type of requisitions required
- f) USASAC-NC prepares and processes on-line supply and service requisitions
- g) USASAC-NC prepares and processes off-line requisitions (i.e. MIPRs)
- h) USASAC-NC verifies requisitions processed
- i) USASAC-NC analyzes, processes and provides distribution, transportation and packaging instructions/requirements
- j) USASAC-NC determines replacement for obsolete items for all requisitions
- k) USASAC-NC tracks all requisitions for Military Standard Requisitioning and Issue Procedures (MILSTRIP) and non-MILSTRIP status
- l) USASAC-NC monitors, coordinates and ensures delivery of all items with freight forwarder, Defense Transportation System (DTS) and Third Country transportation to include pilot pickup
- m) USASAC-NC processes requisition modifications
- n) USASAC-NC coordinates with MSC on requisition status

- o) MSC coordinates with the case manager for possible replacements
- p) MSC tracks requisition for MILSTRIP status
- q) MSC processes off-line Army requisitions to support SNAP/GFE/RAPID for responsible weapons systems and commodities
- r) MSC analyzes processes and provides distribution, transportation and packaging instructions/requirements
- s) MSC ensures that there is adequate funding
- t) MSC determines replacement for obsolete items and coordinates with USASAC-NC for acceptance by Customer
- u) MSC reviews/validates/corrects rejects

**Activity: 2210                      Manage Foreign Military Sales (FMS) Country Program**

**Tasks:**

- a) USASAC-FB processes and coordinates foreign visit requests with SAOs
- b) USASAC-FB reviews/manages program management lines
- c) USASAC-FB manages specified country's/organization's security assistance program as directed by CG, USASAC in accordance with policy and guidance from DSCA and ASAACT
- d) USASAC-FB responds to country/organization requests for information, assistance and FMS cases by determining the optimum source(s) of support within the Security Assistance community and coordinating the response as appropriate
- e) USASAC-FB monitors revisions to FMS case progress to meet country/organization program requirements
- f) USASAC-FB monitors case suspensions, extensions of case expiration dates and all pen and ink changes to ensure all case participants are kept informed and follow-on case actions are completed in a timely manner
- g) USASAC-FB maintains current awareness of country security assistance program requirements and U.S. policy objectives to ensure successful program execution while fostering a close bilateral relationship with the customer
- h) USASAC-FB takes prudent actions necessary to ensure optimum country/organization program implementation
- i) USASAC-FB assists in development of co-production programs and unique requirements associated with cooperative research and development projects. Also assists in development of co-production Memorandum of Understandings (MOUs) and ensures preparation of supplemental LOAs, as required
- j) USASAC-FB hosts foreign visitors

**Activity: 2230                      Coordinate with MSC, other MACOMS, CINCs, State Department, higher headquarters (HHQ) and Security Assistance Offices (SAO) and foreign officials**

**Tasks:**

- a) Notifies foreign officials, Commander-in-Chief (CINC) and SAO of safety of use/safety of flight (SOU/SOF) concerns\*
- b) Maintains close liaison with pertinent POCs in the security assistance community (DOD; OSD; ASAALT; Commander-in-Chiefs; Corps of Engineers (COE); AMC MSCs; State; TRADOC; contractors; and foreign officials – in country and their representatives in the U.S.)\*
- c) Alerts the chain of command of appropriate MSC or other support activities/agencies of potential problems and initiates immediate action to ensure proper resolution as soon as possible\*
- d) Maintains direct contact with in-country and international organization personnel, industry and other organizations/activities involved in the program\*

- e) Prepares trip books, read aheads, and other correspondence for upper- level management\*
- f) Provides information pertinent to country/organization programs, as required, to support CG, USASAC; CG, AMC; ASAALT and DSCA special requirements\*
- g) Supervises, coordinates and participates, as necessary, in security assistance-related VIP visits to HQ AMC, USASAC, MSCs, or other AMC/U.S. Army facilities\*
- h) Initiates staff studies, papers, messages, requests for policy exception/changes and special briefings, as necessary, to ensure country/organization program management meets both country/organization and U.S. policy needs\*
- i) USASAC serves as the primary focal point for CG AMC and/or CG USASAC OCONUS travel. Prepares necessary trip papers and other supporting information

**Activity: 2310                      Manage FMS Case**

**Tasks:**

- a) USASAC-NC analyzes actual and planned logistical, financial, operational, supply, procurement, transportation, maintenance, and training performance to ensure the case is executed in accordance with the Case Master Plan
- b) USASAC-NC approves plans of execution, scope and schedule of work
- c) USASAC-NC directs corrective action based on analysis
- d) USASAC-NC monitors action to ensure corrections are accomplished
- e) USASAC-NC/MS host foreign visitors
- f) USASAC-NC provides training/assistance to Security Assistance Organizations
- g) USASAC-NC compiles and assembles documentation to support authoritative responses to foreign customers and HHQ
- h) USASAC-NC maintains, consolidates, and archives case files for Army Security Assistance programs
- i) USASAC-NC retires records
- j) USASAC-NC manages record retention
- k) MSC develops and coordinates information papers for HHQ
- l) MSC maintains complete chronological program history
- m) MSC provides status, progress and forecast reports
- n) MSC identifies case files to be archived
- o) MSC analyzes actual and planned logistical, financial, operational, supply, procurement, transportation, maintenance, and training performance to ensure the case is executed in accordance with the Case Master Plan
- p) MSC identifies and offers system enhancements through USASAC-FB
- q) MSC executes approved diversions
- r) MSC approves plans of execution, scope and schedule of work
- s) MSC analyzes performance in relation to required performance specifications
- t) MSC manages the execution of program management lines
- u) MSC prepares and updates the weapons system Delegation of Disclosure Authority Letter (DDL)
- v) MSC provides contact officers as required
- w) MSC processes all visit requests for FMS case-related foreign visitors
- x) MSC compiles and assembles documentation to support authoritative responses to foreign customers and HHQ
- y) MSC coordinates system demonstrations
- z) MSC leads, executes and/or supports multi-commodity LOAs not including BO and CLSSA cases

**Activity: 2340****Perform Case Logistics Management****Tasks:**

- a) USASAC-NC conducts continuous reviews and controls the execution of logistical and technical requirements
- b) USASAC-NC researches, develops and responds to customer logistical and technical concerns
- c) USASAC-NC tracks, monitors and stages consolidated shipments and transportation issues
- d) USASAC-NC ensures delivery schedules are accurate and timely
- e) USASAC-NC resolves problems related to materiel delivery, services and special program requirements
- f) USASAC-NC assures CSP fill prior to fielding
- g) MSC conducts continuous controls and execution of logistical operational, training and technical requirements
- h) MSC processes safety of use actions/safety of flight and Maintenance Advisory Messages
- i) MSC researches, develops and responds to customer logistical and technical concerns
- j) MSC plans and supports materiel fielding
- k) MSC tracks, monitors and stages consolidated shipments and transportation issues
- l) MSC ensures delivery schedules are accurate and timely
- m) MSC resolves problems related to materiel delivery, services and special program requirements

**Activity: 2350****Perform Case Financial Management****Tasks:**

- a) USASAC-NC conducts continuous reviews and controls the execution of financial and contractual requirements
- b) USASAC-NC researches, develops and responds to customer financial and contractual concerns
- c) USASAC-NC coordinates necessary data base reconciliation with commands involved
- d) USASAC-NC prepares documentation for case financial reviews
- e) MSC conducts continuous control and execution of financial and contractual requirements
- f) MSC continuously monitors execution and refinement of financial management plans
- g) MSC researches, develops and responds to customer financial and contractual concerns
- h) MSC prepares documentation for case financial reviews
- i) MSC develops case/program financial plan
- j) MSC executes case financial plan
- k) MSC prepares financial management worksheet

**Activity: 2360****Process and Manage Supply Discrepancy Reports (SDRs)****Tasks:**

- a) USASAC-NC receives, validates, accepts/rejects Supply Discrepancy Reports (SDRs), coordinates with supply sources and depots and provides final adjudication to the country
- b) MSC processes SDRs, researches and responds to USASAC-NC

**Activity: 2370****Provide Liaison Office (LNO) Support****Tasks:**

- a) Ensures Liaison Office (LNO) support/Foreign Disclosure Office (FDO) processing per DoD, Army Regulations and the weapons system Delegation of Disclosure Authority Letter (DDL)\*
- b) Conduct meetings and respond to LNO inquiries\*

**Activity: 2410****Prepare and Conduct Program Management Reviews (PMRs)/Country Management Reviews (CMRs)/Security Assistance Reviews (SARs)/ Financial Management Reviews (FMRs)****Tasks:**

- a) USASAC-FB consolidates after action responses from reviews and forwards through the SAO to the customer
- b) MSC conducts cyclic program and financial management reviews with Program Executive Offices (PEOs) and Program Managers (PMs), and Contractors
- c) Coordinates, arranges, chair/co-chairs and/or participates in CMRs/FMRs/IPRs/ PMRs/SARs and other country meetings\*
- d) Prepares responses to after-actions from reviews\*
- e) Tracks and monitors completion of action items from formal reviews\*
- f) Prepares briefings and reports to be presented to customer\*
- g) Coordinates protocol and admin arrangements when hosting reviews\*

**Activity: 2420****Establish Quality Assurance Teams (QATs)/New Equipment Training Teams (NETTs)/ Contractor Furnished Service Representative (CFSRs)/Joint Visual Inspection (JVI) & Site Surveys****Tasks: (Only Case Funded)**

- a) USASAC-NC (Product Assurance) creates investigative teams to go on-site
- b) USASAC-NC (Product Assurance) obtains and controls funding to attend and participate on teams
- c) MSC determines, identifies, establishes, provides and monitors QATs, NETTs, and CFSRs
- d) MSC determines personnel requirements and develops cost of teams
- e) MSC coordinates QAT lines with other commands
- f) MSC coordinates selection of team participants
- g) MSC establishes fielding team sequence and coordinates fielding team schedule
- h) Participates in QATs/NETTs/CFSRs/JVIs\*
- i) Responds to resulting action items\*
- j) Participates in site surveys\*

**Activity: 2500****Provide Technical Support, Engineering/Technical Services, Research, Development, and Manage System Project Office****Tasks:**

- a) MSC provides engineering/testing evaluation
- b) MSC provides technical assistance (system specific capabilities)
- c) MSC provides configuration control/engineering changes
- d) MSC develops Technical Assistance Contract Package (TACP)
- e) MSC conducts technical briefings
- f) MSC oversees integration efforts
- g) MSC develops/reviews/sanitizes/validates technical manuals/data
- h) MSC establishes fabrication programs
- i) MSC develops nonstandard/country unique technical requirements
- j) MSC participates as partners with industry
- k) MSC provides in-house technical support for FMS cases that support Direct Commercial Sales (DCS)
- l) MSC performs research & development

**Activity: 2610****Pre-fielding Logistic/Maintenance****Tasks:**

- a) MSC identifies total package support materiel and services for weapon systems/commodities
- b) MSC develops fielding plan

- c) MSC identifies required publications for support of materiel being delivered
- d) MSC develops, updates, and coordinates initial and follow-on support in accordance with Integrated Logistics Support Plan (ILSP)
- e) MSC develops and provides unique provisioning requirements
- f) MSC provides new equipment/Nonstandard Training
- g) MSC develops Program of Instruction (POI) for applicable programs
- h) MSC prepares and updates CSP (Concurrent Spare Parts) and MSI (Maintenance Support Items) listings
- i) MSC develops and maintains basic load lists for ammunition and other assigned commodities
- j) Lead command coordinates with OSC to include ammunition basic load and ammunition sustainment requirements with the weapon system/commodity

**Activity: 2620                      Sustainment**

**Tasks:**

- a) USASAC-NC develops Program of Instruction (POI) for applicable programs
- b) USASAC-NC manages and monitors schedules and costs associated with training
- c) USASAC-NC manages supportability file and System Support Buy Out (SSBO) program
- d) MSC develops and monitors contractor maintenance/logistical support
- e) MSC develops, updates, and coordinates initial and follow-on support in accordance with Integrated Logistics Support Plan (ILSP)
- f) MSC plans and coordinates systems sustainment requirements
- g) MSC researches and recommends suitable replacement for obsolete items
- h) MSC provides nonstandard training
- i) MSC develops Program of Instruction (POI) for applicable programs
- j) MSC manages and monitors schedules and costs associated with training for applicable weapons systems and commodities
- k) MSC prepares and maintains supportability file which identifies supportability dates for all managed weapon systems and commodities
- l) MSC manages its portion of the SSBO program

**Activity: 2630                      Materiel/Item Management**

**Tasks:**

- a) USASAC-NC develops POI for applicable programs
- b) USASAC-NC manages and monitors schedules and costs associated with training
- c) MSC provides inventory control
- d) MSC provides provisioning
- e) MSC researches obsolete items for suitable replacement
- f) MSC provides new equipment/nonstandard training

**Activity: 2640                      Provide CLSSA Program Management**

**Tasks:**

- a) USASAC-NC provides oversight of CLSSA Program
- b) USASAC-NC develops CLSSA policy, procedures and functional system requirements
- c) USASAC-NC coordinates with MSCs for development of proposed CLSSA requirements in support of country weapon system sustainment
- d) USASAC-NC negotiates CLSSA requirements with foreign officials
- e) USASAC-NC manages the CLSSA Drawdown Program
- f) USASAC-NC maintains required data bases and generate required reports
- g) USASAC-NC assesses effectiveness of CLSSA program and resolve any problems

- h) USASAC-NC directs preparation of LOAs, LOA Modifications and LOA Amendments as required
- i) MSC develops proposed CLSSA requirements in support of country weapon system sustainment

**Activity: 2650                      Provide Repair & Return and Direct Exchange (DX) Program Management**

**Tasks:**

- a) USASAC-NC executes, funds and monitors the repair & return and Direct Exchange (DX) program
- b) MSC executes and monitors the repair & return and Direct Exchange (DX) program

**Activity: 2710                      Develop and Prepare Acquisition Documentation**

**Tasks:**

- a) USASAC-NC prepares acquisition documents for special programs (e.g. Egypt computer center)
- b) MSC prepares Contract Data Requirements List (CDRLS)
- c) MSC prepares Statement of Work (SOW)
- d) MSC drafts Environmental Protection Agency (EPA) Ozone Letter
- e) MSC prepares and manages efforts related to Contract Requirements Package (CRP)/acquisition requirements package
- f) MSC develops Procurement Work Directive (PWD)
- g) MSC prepares and processes Independent Government Cost Estimates (IGCE)/J&A
- h) MSC initiates Request for Proposal (RFP)

**Activity: 2720                      Manage Contract Negotiation/Award and Execution**

**Tasks:**

- a) USASAC-NC participates in contract negotiations for special programs (e.g. Egypt computer center)
- b) USASAC-NC oversees contract award actions for special programs (e.g. Egypt computer center)
- c) USASAC-NC performs contract administration for special programs (e.g. Egypt computer system)
- d) MSC coordinates transportation and packaging in relation to contract award
- e) MSC monitors acquisition
- f) MSC prepares and executes contract amendments and modifications as required
- g) MSC monitor deliveries and billings in accordance with DD250s processed
- h) Participates in contract audits as required\*
- i) MSC identifies/evaluates/reviews contract proposals
- j) MSC participates in negotiations
- k) MSC conducts price analysis and evaluation
- l) MSC participates in source selection review boards

**Activity: 2800                      Provide Financial Support**

**Tasks:**

- All financial actions required from development of P&A through case closure including price development and validation, development and execution of financial plans, database management, financial delivery reporting and surcharge review. Examples of each task are shown under the appropriate task name below.



- a) Prepare and validate Pricing Document
  - MSC prepares/validates/updates pricing documentation
- b) Prepare and provide Development and Execution of Case Financial Plans
  - a. USASAC-NC verifies, certifies and notifies fund availability in the Program, Budgeting and Accounting System (PBAS)
  - b. USASAC-NC provides specialized customer unique financial reports
  - c. USASAC-NC prepares and monitors financial case master plans
  - d. USASAC-NC compiles, analyzes, and responds to financial queries
  - e. USASAC-NC prepares for case financial reviews
  - f. MSC develops case/program financial plan
- c) Provide Financial Database Management
  - USASAC-NC receives and distributes funds
  - USASAC-NC requests and receives obligation authority
  - USASAC-NC establishes, reviews and validates commitments and obligations
  - USASAC-NC prepares vouchers and certifies disbursement of case funds
  - USASAC-NC creates and validates financial reports
  - USASAC-NC reconciles financial databases
  - USASAC-NC commits, obligates and certifies disbursement of SDR funds
  - USASAC-NC monitors interfaces between CISIL and PBAS
  - MSC receives, manages and distributes funds
  - MSC pulls/adjusts/corrects obligation authority
  - MSC establishes, reviews and validates commitments and obligations
  - MSC prepares vouchers and certifies disbursement of case funds
  - MSC performs financial contract reviews
- d) Provide Physical/Financial Delivery Reporting
  - USASAC-NC monitors and notifies commands of shipped unbilled conditions
  - USASAC-NC creates, corrects and processes delivery transactions to DFAS
  - MSC identifies, researches and corrects shipped unbilled conditions
  - MSC initiates delivery transactions for processing by USASAC
  - MSC develops billing pricing for delivery reporting
- e) Review and evaluate NRC
  - USASAC-FB requests NRC waivers
  - USASAC-FB evaluates recommended NRC recoupment charges
  - USASAC-FB reports NRC recoupment to DSCA
  - USASAC-NC validates and consolidates MSC data and creates NRC report
  - MSC processes request for NRC waivers
  - MSC validates NRC collections and creates MSC report
- f) Manage Miscellaneous Case Charges
  - USASAC-FB reconciles financial discrepancies on LOA's
  - USASAC-FB validates case related personnel costs and other case charges
  - USASAC-NC performs accessorial reviews
  - USASAC-NC reviews, validates and processes command pay transactions
  - USASAC-NC researches and corrects CAS and LSC charges

- MSC budgets and processes CAS charges
- MSC researches and corrects CAS charges

## **Optional Funding/Timekeeping Codes to Rolled up into Higher Level Activities**

**Description:** The following optional activity codes are provide to capture data in greater detail if the MSC so desires.

### **Activity: 2810                      Prepare and validate Pricing Document**

#### **Tasks: (This activity rolls up to activity 2800)**

- MSC prepares/validates/updates pricing documentation

### **Activity: 2820                      Prepare and provide Development and Execution of Case Financial Plans**

#### **Tasks: (This activity rolls up to activity 2800)**

- USASAC-NC verifies, certifies and notifies fund availability in the Program, Budgeting and Accounting System (PBAS)
- USASAC-NC provides specialized customer unique financial reports
- USASAC-NC prepares and monitors financial case master plans
- USASAC-NC compiles, analyzes, and responds to financial queries
- USASAC-NC prepares for case financial reviews
- MSC develops case/program financial plan

### **Activity: 2830                      Provide Financial Database Management**

#### **Tasks: (This activity rolls up to activity 2800)**

- USASAC-NC receives and distributes funds
- USASAC-NC requests and receives obligation authority
- USASAC-NC establishes, reviews and validates commitments and obligations
- USASAC-NC prepares vouchers and certifies disbursement of case funds
- USASAC-NC creates and validates financial reports
- USASAC-NC reconciles financial databases
- USASAC-NC commits, obligates and certifies disbursement of SDR funds
- USASAC-NC monitors interfaces between CISIL and PBAS
- MSC receives, manages and distributes funds
- MSC pulls/adjusts/corrects obligation authority
- MSC establishes, reviews and validates commitments and obligations
- MSC prepares vouchers and certifies disbursement of case funds
- MSC performs financial contract reviews

### **Activity: 2840                      Provide Physical/Financial Delivery Reporting**

#### **Tasks: (This activity rolls up to activity 2800)**

- USASAC-NC monitors and notifies commands of shipped unbilled conditions
- USASAC-NC creates, corrects and processes delivery transactions to DFAS
- MSC identifies, researches and corrects shipped unbilled conditions
- MSC initiates delivery transactions for processing by USASAC
- MSC develops billing pricing for delivery reporting

### **Activity: 2850                      Review and evaluate NRC**

#### **Tasks: (This activity rolls up to activity 2800)**

- USASAC-FB requests NRC waivers
- USASAC-FB evaluates recommended NRC recoupment charges
- USASAC-FB reports NRC recoupment to DSCA

- USASAC-NC validates and consolidates MSC data and creates NRC report
- MSC processes request for NRC waivers
- MSC validates NRC collections and creates MSC report

**Activity: 2860                      Manage Miscellaneous Case Charges**

**Tasks: (This activity rolls up to activity 2800)**

- USASAC-FB reconciles financial discrepancies on LOA's
- USASAC-FB validates case related personnel costs and other case charges
- USASAC-NC performs accessorial reviews
- USASAC-NC reviews, validates and processes command pay transactions
- USASAC-NC researches and corrects CAS and LSC charges
- MSC budgets and processes CAS charges
- MSC researches and corrects CAS charges

## **DSCA Core Function – 4 Case Closure**

**Description:** All actions required to perform logistical reconciliation, financial reconciliation and certify line and/or case closure

### **Activity: 3110                    Conduct Logistical Reconciliation**

**Tasks:**

- a) USASAC-NC ensures NC lines are logistically complete and inputs appropriate codes in the Case Closeout Process Execution System (CCOPES)
- b) MSC ensures MSC lines are logistically complete and inputs appropriate codes in the Case Closeout Process Execution System (CCOPES)

### **Activity: 3120                    Conduct Financial Reconciliation**

**Tasks:**

- a) USASAC-NC financially reconciles NC lines
- b) USASAC-NC reconciles financial systems: PBAS; CISIL and DIFS
- c) MSC financially reconciles their lines
- d) MSC reconciles financial systems: Program, Budgeting and Accounting System (PBAS); Defense Integrated Financial System (DIFS) and Standard Operations and Maintenance Army Research and Development System (SOMARDS)

### **Activity: 3140                    Provide Management/Execution of the Army Case Closure Program (USASAC-NC)**

**Tasks:**

- a) Ensures that all cases are logistically complete
- b) Monitors and coordinates financial case closure with participating MSCs, other Implementing Agencies (IAs), Defense Finance and Accounting Service (DFAS) and higher headquarters
- c) Monitors and reconciles all cases for closure
- d) Prepares/finalizes case closure certificate
- e) Manages accelerated and enhanced case closure programs
- f) Reopens closed cases
- g) Manages interim to final closure program

## **DSCA Core Function – 5 Other Security Assistance**

**Description:** Presidential Determinations (PDs)/Other Foreign Assistance Act (FAA) Directed Actions and OMA Counternarcotics Operations. All efforts required to plan, implement, execute and complete actions directed in accordance with specific sections of the Foreign Assistance Act (FAA) (e.g. Section 506 Drawdowns).

### **Activity: 4110                      Evaluate and Coordinate PDs and Other FAA Directed Actions (FMF Admin)**

#### **Tasks:**

- a) USASAC-FB coordinates availability and cost of assets with MSC
- b) USASAC-FB receives/evaluates draft execute orders
- c) USASAC-FB obtains funding
- d) USASAC-FB coordinates diversion
- e) USASAC-FB receives and tasks execute orders
- f) USASAC-FB assists DSCA in redistributing excess FMFP equipment
- g) USASAC-NC evaluates draft execute orders
- h) USASAC-NC completes Price & Availability (P&A) data
- i) USASAC-NC evaluates requirements
- j) USASAC-NC establishes repair program associated with Presidential Determinations (PD)
- k) USASAC-NC establishes/assigns record control numbers (RCNs)
- l) USASAC-NC issues requisitions
- m) USASAC-NC establishes, certifies and tracks commitments / obligations / disbursements
- n) USASAC-NC performs delivery reporting
- o) USASAC-NC resolves shipped unbilled
- p) USASAC-NC monitors release of materiel
- q) USASAC-NC staffs and coordinates transportation
- r) USASAC-NC resolves packing, crating and handling issues
- s) USASAC-NC compiles shipment data and develops summary report
- t) USASAC-NC reconciles and closes RCNs
- u) MSC completes Price & Availability (P&A) data
- v) MSC evaluates requirements
- w) MSC executes the repair program associated with Presidential Determinations (PD)
- x) MSC identifies need for diversion to USASAC-FB
- y) MSC establishes, certifies and tracks commitments / obligations / disbursements
- z) MSC performs delivery reporting
- aa) MSC resolves shipped unbilled
- bb) MSC monitors release of materiel
- cc) MSC staffs and coordinates transportation
- dd) MSC resolves packing, crating and handling issues
- ee) MSC monitors repair programs
- ff) Monitors funding to ensure dollar limitations are not exceeded\*
- gg) Monitors execution and shipment and provides updates as required\*
- hh) Coordinates delivery/QAT requirements\*
- ii) Processes labor transfers (OMA reimbursement)\*

### **Activity: 4120                      Support OMA Counter-narcotics Operations**

#### **Tasks:**

- a) Supports counter-narcotics operations
- b) Activities pursuant to Section 1004 of NDAA

- c) Activities pursuant to Section 1033 of NDAA

**Activity: 4210                      Review Licensing Procedures (OMA)**

**Tasks:**

- a) USASAC-FB reviews the ELRs and, if necessary, forwards to appropriate reviewing organizations
- b) USASAC-FB staffs selected ELRs to DUSA (IA) for coordination
- c) USASAC-FB finalizes the Army recommended position and inputs it into the Foreign Disclosure and Technical Information System (FORDTIS) for transmission to the Defense Threat Reduction Agency (DTRA)
- d) MSC tracks applications
- e) MSC attends industry meetings
- f) MSC solicits input from appropriate organizations and develops an MSC position
- g) MSC provides their command position to USASAC-FB
- h) MSC performs technical review of hardware/software information proposed for release under ELR and develops provisos as necessary

**Activity: 4310                      Support International Military Education and Training (IMET) (FMF Admin)**

**Tasks:**

- a) USASAC-NC receives country requirements and updates databases
- b) USASAC-NC issues and tracks requisitions
- c) USASAC-NC receives, issues, obligates and tracks funds
- d) USASAC-NC reconciles and closes completed RCNs
- e) MSC initiates procurement for equipment and services
- f) MSC provides installation and support teams

**Activity: 4320                      Evaluate and Prepare Excess Defense Articles (EDA) (FMF Admin)**

**Tasks:** All efforts in support of EDA transfers under the Foreign Assistance Act (FAA), Section 516. Grant ship transfers are included in this category. This category is limited to grant transfer and does not include EDA sales. Efforts associated with EDA sales should be listed as FMS Admin.

- a) USASAC-FB evaluates customer eligibility
- b) USASAC-FB prepares requests for congressional approval and maintains status of congressional approval
- c) USASAC-FB prepares and staffs draft survey message
- d) MSC identifies EDA for inclusion in draft survey message

**Activity: 4330                      Manage Miscellaneous International Industrial Cooperation Activities**

**Tasks:**

- a) USASAC-FB manages Direct Sales Preference Program
- b) USASAC-FB/MSD maintains list of approved contractor Direct Sale Preferences
- c) USASAC-FB/MSD develop position on releasability/disclosure of technology/hardware
- d) USASAC-FB/MSD participates in partnership meetings with industry
- e) Small business meetings/conferences\*

**Activity: 4340                      Prepare and Manage Leases**

**Tasks:**

- a) USASAC-FB tasks MSCs
- b) USASAC-FB prepares determination for DSCA
- c) USASAC-FB administers lease agreements prepared by the MSCs
- d) USASAC-FB manages and maintains leased equipment data base
- e) USASAC-FB prepares quarterly lease reports for ASAACT and DSCA
- f) MSC develops lease in accordance with tasker
- g) MSC executes delivery/return or transfer of leased asset
- h) Perform closure action on leases\*

**Activity: 4350                    Manage Air/Trade Shows/Symposia (OMA)**

**Tasks:**

- a) USASAC-FB manages and approves Army participation in international air/trade shows
- b) USASAC-FB arranges demonstrations of U.S. Army equipment in CONUS and OCONUS and coordinates administrative requirements with responsible or supporting MSC, Program Executive Officer (PEO), U.S. Army Training and Doctrine Command (TRADOC), Security Assistance Organization (SAO) and contractors, as required
- c) MSC provides equipment for and participates in air/trade shows

**Activity: 4360                    Develop and Manage Coproduction Programs (Case)**

**Tasks:**

- a) USASAC-FB develops, manages and monitors execution of coproduction programs
- b) USASAC-FB prepares quarterly Third Country Sales reports on foreign country production of U.S.-origin technology by approved customer countries, e.g., Korea
- c) MSC develops, manages and executes coproduction programs

**Activity: 4380                    Provide Support for “Operation Noble Eagle” (OMA)**

**Tasks:**

- a) Efforts in support of “Operation Noble Eagle”.

**Activity: 4381                    Provide Support for “Operation Enduring Freedom” (OMA)**

**Tasks:**

- a) Efforts in support of “Operation Enduring Freedom”.

**Activity: 4390                    Develop Critical Requirements Deficiency List (CDRL) Activities**

**Tasks:**

- a) Assists in development of information for processing requests for special exceptions as well as formulating and executing War Reserve Stockage for Allies (Korea and Thailand) and Critical Requirements Deficiency Lists (Korea) policies/programs\*

**Activity: 4400                    Perform Internal Audits (OMA)**

**Tasks:**

- a) Execution of audits, advisory services and follow-up reviews associated with security assistance.

**Activity: 4510                    Manage Iran Reconciliation Project (OMA)**

**Tasks:**

- a) Efforts expended to provide the Department of State with documentation regarding the U.S. Army’s FMS program with Iran.



**Activity: 4610**

**Provide General Support to Industry (FMF)**

**Tasks:**

- a) Efforts in providing general support and consulting services to the contractor regarding DCS weapons sales, and other like activities.

## **DSCA Core Function – 6 Business Sustaining**

**Description:** Efforts required in providing employee supervision, leadership and guidance including personnel management, workload management and secretarial support.

### **Activity: 5110                      Provide Supervision (Excluded Case Funded)**

**Tasks:**

- a) Provides leadership and guidance\*
- b) Completes performance appraisals\*
- c) Provides guidance on training and development including Individual Development Plans (IDPs)\*
- d) Counsels employees and resolves personnel conflicts/issues\*
- e) Certifies time and attendance\*

### **Activity: 5130                      Provide Secretarial Support**

**Tasks:**

- a) Manages correspondence\*
- b) Maintains files\*
- c) Coordinates meetings and conferences\*
- d) Inputs time and attendance\*

### **Activity: 5210                      Provide Network Management**

**Tasks:**

- a) Local/Wide Area Network (LAN/WAN) administration\*
- b) Strategic planning for future upgrades/technology\*
- c) Project Management\*
- d) Database Programming\*
- e) Internet Service/Access\*

### **Activity: 5220                      Provide System Support**

**Tasks:**

- a) Legacy system maintenance and system change requests (SCR)\*
- b) Supply, Tracking and Repairable Return (STARR/PC) includes implementation and training\*
- c) Defense Messaging System (DMS)\*
- d) SDR Expert System\*
- e) Software includes metering, compliance, inventory and excessing\*
- f) Hardware includes compliance, inventory, issuance and excessing\*

### **Activity: 5230                      Provide Customer Automation Support**

**Tasks:**

- a) Desk Book\*
- b) Computer related training includes preparing course agenda, conducting and evaluating training\*
- c) Provide desk-side training to users\*
- d) Supporting Security Assistance Liaison Officers (SALO)\*
- e) Install hardware\*
- f) Install and test workstation software\*
- g) Respond to help desk tickets\*
- h) Provide automation support at conferences\*

**Activity: 5240                      Provide Information System Security**

**Tasks:**

- a) Continuity of Operations (COOP)\*
- b) Classified processing includes installing PC, training/briefing users, writing SOPs\*
- c) Accreditation Plan\*
- d) Monitor security logs\*
- e) Army Computer Emergency Response Team (ACERT)\*

**Activity: 5260                      Provide Visual Information Support**

**Tasks:**

- a) USASAC-FB publishes SAO Bulletin
- b) Provide visual aid support\*
- c) Newsletters\*
- d) Awards and certificates\*

**Activity: 5310                      Prepare Budget**

**Tasks:**

- a) Prepares budget\*
- b) Executes internal operating budget including committing, obligating and validating expenditures\*
- c) Monitors budget execution\*
- d) Conducts work analysis/resource allocation\*

**Activity: 5320                      Validate and Evaluate Manpower (TDA Only)**

**Tasks:**

- a) Maintains Table of Distribution & Allowances and Personnel Control Document\*
- b) Validates/evaluates manpower requirements\*
- c) Participates in manpower surveys\*

**Activity: 5330                      Develop Policy and Procedures**

**Tasks:**

- a) Interprets, establishes and issues policy and procedures\*
- b) Develops standard notes to include in LOAs, amendments and modifications\*
- c) Develops checklists or SOP\*

**Activity: 5400                      Provide Security Assistance Management Miscellaneous Organizational Support**

**Tasks:**

- a) Provide Security Controls
  - Issues badges and verifies security clearances\*
  - Presents security briefings\*
  - Processes foreign visitor requests\*
  - Presents threat briefings\*
  - Ensures Force Protection\*
  - Processes Freedom of Information Act (FOIA) requests\*
- b) Provide Legal Support

- Legal reviews\*
  - Legal research and guidance\*
- c) Provide Administrative Support Services
- Processes passports/visas\*
  - Processes command requisitions for internal purchases\*
  - Provides training administration (1556's, etc.)\*
  - Provides internal organizational contracting/procurement/supply support\*
  - Provides equipment and property management\*
  - Provides mail, message and product distribution services\*
  - Processes personnel actions\*
  - Administers personnel related programs (e.g. TAPES, awards, etc.)\*
  - Administers Suggestion Program\*
  - Provides records administration\*
  - Provides printing and publications support\*
  - Prepares and provides input to publications and newsletters (e.g. SAO Bulletin)\*
  - Serves as customer service representative for payroll\*
  - Serves as credit card administrator (i.e. Visa)\*
  - Develops contingency operations and plans\*
  - Processes OCONUS visits\*
- d) Develop and Implement Reinvention Activities
- Develops/implements reengineering/reinvention initiatives\*
- e) Perform Management Support Services
- Performs internal management control evaluations\*
  - Performs review and analysis (R&A)\*
  - Develops strategic plans\*
  - Coordinates audits/investigations\*
  - Forecasts future business\*
- f) Provide Public Affairs Support
- Prepares, publishes and provides input to publications and newsletters (e.g. SAO Bulletin)\*
- g) Provide Protocol Activities Support
- Provide protocol advice for high ranking visitors\*
  - Process non-specific visit requests\*
  - Receive and host informal visitors\*
- h) Provide Facilities Management (USASAC-NC)
- i) Manage Special Reports
- USASAC-NC monitors Address Indicating Group (AIG)
  - USASAC-NC oversees AIG modifications/yearly recap
  - USASAC-NC prepares the "minimize" notifications
  - USASAC-NC manages the ALDODACTS

- Prepare history report\*

j) Staff General Meetings

- Staff meetings\*
- Town hall meetings\*
- Attend Command Activities\*

**Activity: 5510                      Provide Design, Testing, Installing and Training for DSAMS Development**

**Tasks:**

- a) Includes design, testing, installing and training of DSAMS\*

**Activity: 5520                      Conduct Troubleshooting for DSAMS development**

**Tasks:**

- a) Troubleshooting of DSAMS\*

**Activity: 5530                      CEMIS Development and Testing**

**Activity: 5540                      PBB/PBC Support (excludes budgeting)**

**Activity: 5550                      LMP Development and Testing**

**Activity: 5560                      Performs Special Studies (including special staff assignments, Prime Vendor Support (PVS), etc.)\***

**Activity: 5610                      Employee Development Training (Government and Non-Government training)**

**Optional Funding/Timekeeping Codes to Rolled up into Higher Level Activities**

**Description:** The following optional activity codes are provide to capture data in greater detail if the MSC so desires.

**Activity: 5410                      Provide Security Controls**

**Tasks: (This activity rolls up to activity 5400)**

- a) Issues badges and verifies security clearances\*
- b) Presents security briefings\*
- c) Processes foreign visitor requests\*
- d) Presents threat briefings\*
- e) Ensures Force Protection\*
- f) Processes Freedom of Information Act (FOIA) requests\*

**Activity: 5420                      Provide Legal Support**

**Tasks: (This activity rolls up to activity 5400)**

- a) Legal reviews\*
- b) Legal research and guidance\*

**Activity: 5430                      Provide Administrative Support Services**

**Tasks: (This activity rolls up to activity 5400)**

- a) Processes passports/visas\*
- b) Processes command requisitions for internal purchases\*
- c) Provides training administration (1556's, etc.)\*
- d) Provides internal organizational contracting/procurement/supply support\*
- e) Provides equipment and property management\*
- f) Provides mail, message and product distribution services\*
- g) Processes personnel actions\*
- h) Administers personnel related programs (e.g. TAPES, awards, etc.)\*
- i) Administers Suggestion Program\*
- j) Provides records administration\*
- k) Provides printing and publications support\*
- l) Prepares and provides input to publications and newsletters (e.g. SAO Bulletin)\*
- m) Serves as customer service representative for payroll\*
- n) Serves as credit card administrator (i.e. Visa)\*
- o) Develops contingency operations and plans\*
- p) Processes OCONUS visits\*

**Activity: 5440                      Develop and Implement Reinvention Activities**

**Tasks: (This activity rolls up to activity 5400)**

- a) Develops/implements reengineering/reinvention initiatives\*

**Activity: 5450                      Perform Management Support Services**

**Tasks: (This activity rolls up to activity 5400)**

- a) Performs internal management control evaluations\*
- b) Performs review and analysis (R&A)\*
- c) Develops strategic plans\*
- d) Coordinates audits/investigations\*
- e) Forecasts future business\*

**Activity: 5460                      Provide Public Affairs Support**

**Tasks: (This activity rolls up to activity 5400)**

- a) Prepares, publishes and provides input to publications and newsletters (e.g. SAO Bulletin)\*

**Activity: 5470                      Provide Protocol Activities Support**

**Tasks: (This activity rolls up to activity 5400)**

- a) Provide protocol advice for high ranking visitors\*
- b) Process non-specific visit requests\*
- c) Receive and host informal visitors\*

**Activity: 5480                      Provide Facilities Management (USASAC-NC)**

**Tasks: (This activity rolls up to activity 5400)**

**Activity: 5490                      Manage Special Reports**

**Tasks: (This activity rolls up to activity 5400)**

- a) USASAC-NC monitors Address Indicating Group (AIG)
- b) USASAC-NC oversees AIG modifications/yearly recap
- c) USASAC-NC prepares the "minimize" notifications

- d) USASAC-NC manages the ALDODACTS
- e) Prepare history report\*

**Activity: 54A0              Staff General Meetings**

**Tasks: (This activity rolls up to activity 5400)**

- a) Staff meetings\*
- b) Town hall meetings\*
- c) Attend Command Activities

## **Non-Mission Time**

**Description:** Time expended not related to the management or execution of the mission.

**Activity: 9110**                      **Take Leave (Annual, Sick, Holiday, Admin)**

**Activity: 9120**                      **Non-Routine Absence greater than 2 months (include long-term leave, training, and details)**